

# Headington School Risk Assessment Form

Reference No.

RA FORM V1.3 March 2017

Name of Person completing Risk Assessment	Ryan Demaine	Dept / Position	Performance Director.
School / Building	Gym & CV kit	Date of Assessment	19-02-18
Location/Area	Headington School - Rowing	Date for Review	17-06-19
Activity / Details of Assessment	Activities within and around the school gym		

Severity	X	Likelihood	=	Risk
Severity = Level of potential Injury		Likelihood = Chance of injury		Severity x Likelihood = Risk
1 No action, delay only		1 Very unlikely		1 - 6 <b>Acceptable</b>
2 First Aid only, minor damage		2 Unlikely		8 - 10 <b>Tolerable if strictly monitored but try to improve</b>
3 Minor Injury, illness, time off work, damage		3 Possible		12 - 25 <b>UNACCEPTABLE</b>
4 Major injury, disabling illness, major damage	4 Likely			
5 Fatality	5 Very Likely - Imminent			

## School Gym

Hazard	Who Is At Risk?	Potential Injury	Existing Control Measures	Residual Risk Score SxL=R			Further controls proposed	Action		Signed Off
				Severity	Likelihood	Risk		By Whom	Due Date	

### Section 1: Moving and Transport of Equipment

Tripping & slipping or catching equipment during transportation and moving to and from vehicle.	All users	Injury Damage to equipment	Ensure sensible footwear is worn. Inform all participants of suitable behaviour and risks on the premises. No running, no misbehaviour during moving of equipment. Explain health and safety issues. Make sure that those moving the equipment know the correct procedures and safe practice including lifting. Supervision needed during movement of machines	2	1	2	Staf vigilance			
-------------------------------------------------------------------------------------------------	-----------	-------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	---	---	----------------	--	--	--

Catching people / equipment are moved or returned to the out of the venue	All users	Injury Damage to equipment	Instruct participants on correct procedures. Coaches to supervise. Follow the safe British Rowing coaching rules and regulations.	2	1	2	Staf vigilance			
Damage to equipment while in transit	All users	Damage to equipment	Ensure equipment is checked for safe use after transit. Ensure that equipment is correctly tied down when in transit.	2	1	2	Staf vigilance			
Loading equipment	All users	Injury	Ensure a low level lift is possible, or plenty of help if a high lift is necessary. Ensure sensible clothing and footwear is worn.	2	1	2	Staf vigilance			
Transit in Vehicles	All users	Injury	Ensure that if transported in small vehicles, equipment is restrained, and will not impede driver of vehicle	2	1	2	Staf vigilance			
Unloading area- and building access	All users	Injury	Ensure correct lifting technique. Avoid using wheels on specific flooring as advised by the venue. Follow lifting procedure to get equipment to a location of venue. Ensure people carrying the machines have the knowledge of the weight and dimensions (awkwardness) of carrying equipment.	2	1	2	Staf vigilance			

## Section 2: Gym sessions & use of CV equipment

Management of group control	All users	Injury	Ensure enough ratio of coaches to participant are suitable and that equipment is supervised when in use. Ensure correct format is used for different size groups. Ensure control of group is undertaken by the coach throughout the session.	2	1	2	Staf vigilance	staff	ongoing	
Trip hazards	All users	Injury	Space equipment out in defined areas to reduce trip hazards. Ensure that if used, all wires/leads are secured to remove trip hazards	2	1	2	Staf vigilance	staff	ongoing	
Personal injury through use of equipment.	All users	Injury	WEIGHTS: Correct use of weights taught. Younger girls under supervision. Older girls (15 up) taught to use weights safely so limited supervision needed. ERGOMETER: For use of rowing machines: Ensure that British Rowing correct technique is taught to avoid personal injury by qualified personal. See Ergo risk assessment. CV EQUIPEMT: Correct use of all CV equipment taught through the induction. FRAME: Correct use taught to girls.  Safety briefing to be given before any activity is taking place. Question re aches, pains, niggles.	3	1	3	Staf vigilance	staff	ongoing	

Unknown medical conditions	All users	Injury	Check with participants for any medical issues. Ensure changes to session plan to suit participant's needs if necessary. Have first aiders on site and have contact details for local medical response - if possible ask participants for medical issues before training / racing. School provide a list of those needing epi-pens and inhalers.	5	1	5	Staff vigilance Pupil vigilance Effective communication	staff	ongoing	
Problem occurs that requires medical attention, e.g. athlete collapses with asthma.	All users	Injury	Emergency services to be summoned by telephone (numbers displayed at workplace). Coach to supervise and support this. Make sure participants fill out participation forms before sessions.	5	2	10	Those entering event to have a responsible adult. Risk assessments published. Medical support on site for events.	Staff	ongoing	
Dehydration	All users	Injury	Make sure participants bring or have access to fluids to reduce dehydration during the sessions. Ensure that event has access to fresh water supply for competitors. Ensure access to nearby toilets.	3	1	3	Staff vigilance. Pupil vigilance.	Staff	ongoing	
Temperature	All users	Hypothermia. Hyperthermia.	Make sure that the room temperature is cool enough to support intense activity. Open doors and windows to allow air into venues if available. Request air conditioning to be turned on in small room spaces. Make sure temperature is within acceptable ranges for physical exertion. If central heating / cooling, ensure room is at an acceptable temperature.	3	1	3	Use of air-conditioner to control room temperature.	Staff	ongoing	
Building Fire	All users	Injury	Ensure that emergency exits are not blocked by spectators or indoor machines. Ensure to know the evacuation plan in case of an emergency. Ensure all participants know where to go in case of an alarm sounding.	5	1	5	Briefing at start of event to include info on evacuation in event of fire.	Staff	ongoing	
Space	All users	Injury	Ensure layout for session is suitable for the number of people in the room. Ensure layout gives enough room between each station. Allow enough room for 4 people using the machine at one time	2	1	2	Staff vigilance Room management	staff	ongoing	
Clothing	All users	Injury	Ensure that participants are advised on what to wear before the sessions. Ensure T-Shirts are tucked in, and any necklaces are removed/tucked under T-Shirts/ tops.	2	1	2	Staff vigilance Pupil vigilance	staff	ongoing	

Machine/ equipment failure.	All users	Injury	Assess each equipment before allowing any participant to undertake activity on them. Remove machine from the session if broken or a danger to the rowing session. Check equipment is in good working order and correctly assembled before event. Machines regularly serviced.	3	1	3	Staff vigilance. Machines services	staff	Serviced every year	
Electrical equipment	All users	Shock. Electricution.	When in use, ensure that mains powered electrical equipment is kept away from water. Keep all wires and equipment away from participants. Equipment is PAT tested every year.	5	1	5				
Leads/wires- trip hazards	All users	Injury	Space equipment out in defined areas to reduce trip hazards. Ensure that if used, all wires/leads are secured to remove trip hazards.	2	1	2	Staff vigilance. Pupil vigilance.	Staff	ongoing	
Child protection, vulnerable adult or unidentified member of the public on site during the session.	Students	Personal risk /abuse	Coach will make sure that everyone on site is accounted for and has filled in a registration form before getting onto the machines. Coach will ask anyone on site that is not involved in the sessions to leave the specific cornered off area during a race or duration of a session. Coach will call the police if there are any problems. All staff/ support workers are DBS checked Restricted access into area Staff member in attendance at all times Parents notified not allowed in the boat house unless invited by coaching staff.	3	1	3	Staff vigilance.	Staff	ongoing	
Indoor machines damage flooring.	All users	Injury	All machines will be placed on gym/ yoga mats to stop any damage to the floor. Participants will be asked to help keep the machine on the mats throughout the sessions.	2	1	2	Staff vigilance.	Staff	ongoing	

**Ergo Room**

Hazard	Who Is At Risk?	Potential Injury	Existing Control Measures	Residual Risk Score SxL=R			Further controls proposed	Action		Signed Off
				Severity	Likelihood	Risk		By Whom	Due Date	
GYM RISK ASSESSMENT APPLIES	All users		See risk assessment							

**Section 1: Moving and Transport of Equipment**

Tripping & slipping or catching equipment during transportation and moving to and from vehicle.	All users	Injury Damage to equipment	Ensure sensible footwear is worn. Inform all participants of suitable behaviour and risks on the premises. No running, no misbehaviour during moving of equipment. Explain health and safety issues. Make sure that those moving the equipment know the correct procedures and safe practice including lifting. Supervision needed during movement of machines	2	1	2	Staf vigilance			
Catching people / equipment as rowers or equipment are removed or returned to the out of the venue	All users	Injury Damage to equipment	Instruct participants on correct procedures. Coaches to supervise. Follow the safe British Rowing coaching rules and regulations.	2	1	2	Staf vigilance			
Damage to equipment while in transit	All users	Damage to equipment	Ensure equipment is checked for safe use after transit. Ensure that equipment is correctly tied down when in transit.	2	1	2	Staf vigilance			
Loading indoor rowers to vehicles	All users	Injury	Ensure a low level lift is possible, or plenty of help if a high lift is necessary. Ensure sensible clothing and footwear is worn.	2	1	2	Staf vigilance			
Transit in Vehicles	All users	Injury	Ensure that if transported in small vehicles, equipment is restrained, and will not impede driver of vehicle	2	1	2	Staf vigilance			
Unloading area- and building access	All users	Injury	Ensure correct lifting technique. Avoid using wheels on specific flooring as advised by the venue. Follow lifting procedure to get machines to a location of venue. Ensure people carrying the machines have the knowledge of the weight and dimensions (awkwardness) of carrying equipment.	2	1	2	Staf vigilance			

## Section 2: Ergometer Rowing Sessions

Management of group control	All users	Injury	Ensure enough ratio of coaches to participant are suitable and that equipment is supervised when in use. Ensure correct format is used for different size groups. Ensure control of group is undertaken by the coach throughout the session.	2	1	2	Staf vigilance	staff	ongoing	
Trip hazards	All users	Injury	Space equipment out in defined areas to reduce trip hazards. Ensure that if used, all wires/leads are secured to remove trip hazards	2	1	2	Staf vigilance	staff	ongoing	
Personal injury through use of rowing machines	All users	Injury	Ensure that British Rowing correct technique is taught to avoid personal injury by qualified personal. Safety briefing to be given before any activity is taking place.	3	1	3	Staf vigilance	staff	ongoing	

Unknown medical conditions	All users	Injury	Check with participants for any medical issues. Ensure changes to session plan to suit participant's needs if necessary. Have first aiders on site and have contact details for local medical response – if possible ask participants for medical issues before training / racing. School provide a list of those needing epi-pens and inhalers.	5	1	5	Staff vigilance Pupil vigilance Effective communication	staff	ongoing
Space	All users	Injury	Ensure layout for session is suitable for the number of people and number of rowing machines. Ensure layout gives enough room between each rower, and spectator areas. Allow enough room for 4 people using the machine at one time	2	1	2	Staff vigilance Room management	staff	ongoing
Clothing	All users	Injury	Ensure that participants are advised on what to wear before the sessions. Ensure T-Shirts are tucked in, and any necklaces are removed/tucked under T-Shirts/ tops.	2	1	2	Staff vigilance Pupil vigilance	staff	ongoing

### Section 3: Indoor Rowing Events & Training / Classroom activities

Machine/ equipment failure.	All users	Injury	Assess each equipment before allowing any participant to undertake activity on them. Remove machine from the session if broken or a danger to the rowing session. Check equipment is in good working order and correctly assembled before event. Machines regularly services.	3	1	3	Staff vigilance. Machines services	staff	Serviced every year
Problem occurs that requires medical attention, e.g. athlete collapses with asthma.	All users	Injury	Emergency services to be summoned by telephone (numbers displayed at workplace). Coach to supervise and support this. Make sure participants fill out participation forms before sessions.	5	2	10	Those entering event to have a responsible adult. Risk assessments published. Medical support on site for events.	Staff	ongoing
Dehydration	All users	Injury	Make sure participants bring or have access to fluids to reduce dehydration during the sessions. Ensure that event has access to fresh water supply for competitors. Ensure access to nearby toilets.	3	1	3	Staff vigilance. Pupil vigilance.	Staff	ongoing

Temperature	All users	Hypothermia. Hyperthermia.	Make sure that the room temperature is cool enough to support intense activity. Open doors and windows to allow air into venues if available. Request air conditioning to be turned on in small room spaces. Make sure temperature is within acceptable ranges for physical exertion. If central heating / cooling, ensure room is at an acceptable temperature.	3	1	3	Use of air-conditioner to control room temperature.	Staff	ongoing	
Building Fire	All users	Injury	Ensure that emergency exits are not blocked by spectators or indoor machines. Ensure to know the evacuation plan in case of an emergency. Ensure all participants know where to go in case of an alarm sounding.	5	1	5	Briefing at start of event to include info on evacuation in event of fire.	Staff	ongoing	
Leads/wires- trip hazards	All users	Injury	Space equipment out in defined areas to reduce trip hazards. Ensure that if used, all wires/leads are secured to remove trip hazards.	2	1	2	Staff vigilance. Pupil vigilance.	Staff	ongoing	
Event Volunteers	Students	Personal risk /abuse	Ensure event volunteers have been trained for each roll before event, give a list of contacts in case of problems. Staff to be with them at all times due to child protection risks. A separate risk assessment needs to be done for event volunteers.	3	1	3	Staff vigilance.	Staff	ongoing	
Electrical equipment	All users	Shock. Electricution.	When in use, ensure that mains powered electrical equipment is kept away from water. Keep all wires and equipment away from participants. Equipment is PAT tested every year.	5	1	5	Staff vigilance.	Staff	ongoing	
Unknown medical issues	All users	Injury	Check with participants for any medical issues. Ensure changes to session plan to suit participant's needs if necessary. Have first aiders on site and have contact details for local medical response - if possible ask participants for medical issues before training / racing. School provide a list of those needing epi-pens and inhalers.	5	1	5	Staff vigilance.	Staff	ongoing	
Poor technique or in-correct use of machine leading onto personal injury.	Rowers	Injury	Full HSOBC coaches inset. Coach advised to be a qualified UKCC Level 2 rowing coach. Coach to provide the correct instruction and technical drills to support correct use of indoor machines. Coach to provide constant guidance to support participants to learn and enjoy future sessions. Ensure all have been taught correct technique, and adequate supervision is available for the age and abilities at event.	3	2	6	Staff vigilance.	Staff	ongoing	

Child protection, vulnerable adult or unidentified member of the public on site during the session.	Students	Personal risk /abuse	Coach will make sure that everyone on site is accounted for and has filled in a registration form before getting onto the machines. Coach will ask anyone on site that is not involved in the sessions to leave the specific cornered off area during a race or duration of a session. Coach will call the police if there are any problems. All staff/ support workers are DBS checked Restricted access into area Staff member in attendance at all times Parents notified not allowed in the boat house unless invited by coaching staff.	3	1	3	Staff vigilance.	Staff	ongoing
Indoor machines damage flooring.	All users	Injury	All machines will be placed on gym/ yoga mats to stop any damage to the floor. Participants will be asked to help keep the machine on the mats throughout the sessions.	2	1	2	Staff vigilance.	Staff	ongoing

### Running

Hazard	Who Is At Risk?	Potential Injury	Existing Control Measures	Residual Risk Score SxL=R			Further controls proposed	Action		Signed Off
				Severity	Likelihood	Risk		By Whom	Due Date	
Cars in vicinity of training location. (Car park and road)	All users	Collision with moving object / stationary object. Injury.	Attention drawn to entry and exiting buildings / grounds. Awareness drawn to passing traffic.	4	1	4				
Cars in school grounds / training location grounds. Entering property and exiting property.	All users	Collision with moving object / stationary object. Injury.	Attention drawn to entry and exiting school / training location grounds. Awareness of passing traffic. Girls running outside of school grounds will wear high visibility gear when clocks have been turned back.	4	1	4				
Slips	All users	Injury.	Attention drawn to the fact that floor condition outside may have ice or moisture	2	2	4				
Trips and falls	All users	Injury.	Awareness of hazards when running. Steps; uneven ground; damage to pavement/road.	3	1	3				
Minor accidents	All users	Injury.	All staff qualified first aiders. First aid packs. Health centre staff on duty. For external training locations: doctor / local hospital can be used.	2	1	2				
Major accidents	All users	Injury.	All staff qualified first aiders. First aid packs. Health centre staff on duty. For external training locations: doctor / local hospital can be used.	3	1	3				

Safeguarding	Students	Personal risk /abuse	All staff/ support workers are DBS checked Staff member in attendance at all times	3	1	3				
Collision with fixed obstacle.	All users	Collision with moving object / stationary object. Injury.	Girls / Staff to be vigilant.	2	1	2				
Collision between girls and bikes / cars	All users	Collision with moving object / stationary object. Injury.	Girls / Staff to be vigilant. Girls not to run on the roads. Only use suitable crossing points.	2	1	2				
Hypothermia	All users	Hypothermia	Emergency blankets available. All students instructed to bring changes of warm clothing. All students instructed to bring appropriate food. Warm drinks & shower available in boathouse. All coaches carry mobile phones / radios.	3	1	3				
Sunstroke	All users	Hyperthermia	All persons advised to wear eye protection, appropriate clothing and sun screening cream.	3	1	3				
Dehydration	All users	Injury. Personal harm	All students to have drinks bottles with them. Water drinking fountain located near training hut.	2	1	2				
Cars in USA and Europe drive on right hand side of the road.	All users	Injury	All girls reminded of traffic rules in USA before running. All girls accompanied by Staff member while running	4	1	4	Staff and Pupil vigilance			
<b>Further information</b>										
<b>Assessor's Signature</b>	C Hermes			<b>Date</b>	17/06/2019					
<b>HOD's Signature if appropriate</b>				<b>Date</b>						
<b>Notes:</b>	Guidance can be obtained from Head of Department or Health and Safety Co-ordinator.									
	Paper copy printed and kept in Departments risk assessment folder, electronic copy save in Departments Google Drive RA folder, accessed via Moodle									
	Report any issues, accidents or near-misses (incident not causing injury but potential to do so) to HoD and <a href="mailto:accident@headington.org">accident@headington.org</a>									